



**State of Hawaii
Department of Health (DOH)
Behavioral Health Administration (BHA)
Center for Operational and Regulatory Excellence (CORE)
Operations Oversight Staff
Downtown, Oahu**

CORE Research Statistician

(\$70,000 - \$80,000 year, commensurate with training and experience)

DOH CORE seeks a Research Statistician to provide technical consultation to the BHA Divisions related to human subject & grant evaluation study design, sampling, data collection, statistical analysis, and reporting; to conduct qualitative & quantitative data analyses and write evaluative reports related to service quality, utilization, clinical outcomes, and cost of care.

Preferred Qualifications

Education Requirement: Master of Science degree from an accredited college or university in epidemiology, public health, biostatistics, nursing, behavioral health or closely related physical health science field. In addition, successful completion of graduate level courses in Research Methodology and Advanced Statistics.

Experience Requirement: Three (3) years of professional work experience in a health care field, which involved the design & implementation of health or social science research studies or surveys, including identification of population, sampling and data collection methodology, advanced quantitative & qualitative analyses of data, and written & graphic presentation of data & analyses. Of the 3 years, two (2) years of experience in behavioral health preferred. Proficiency in the use of SPSS or similar statistical software is a must.

License Requirement: Valid driver's license.

Who May Apply

Citizens, permanent resident aliens, or nationals of the United States; and non-citizens with unrestricted employment authorization from the U.S. Immigration & Naturalization Service.

How to Apply

Submit completed State of Hawai'i Application for Non-Civil Service Appointment (copy attached) to:

CORE Recruitment
1250 Punchbowl Street, Room 257
Honolulu, HI 96813

or fax to (808) 586-5654

Recruitment is continuous until needs are met.

Other Information

This position is exempt from the civil service. Employment in such positions is considered to be "at will." This position is also subject to furlough and pay reductions as negotiated in collective bargaining.

Incumbent must be able to work flexible hours, and periodically travel to neighbor islands and the mainland; and will participate in the DOH disaster notification telephone tree and emergency/disaster response plan.

For more information, please contact Paula at (808)586-4690.

**STATE OF HAWAII APPLICATION
FOR NON-CIVIL SERVICE APPOINTMENT**

**DEPARTMENT OF HEALTH
ADULT MENTAL HEALTH DIV.**
1250 Punchbowl Street, Room 256
Honolulu, Hawaii 96813



**FOR OFFICIAL USE ONLY
DEPARTMENTAL PERSONNEL
STAFF TO SELECT CATEGORY.**

- ☐ Exempt
☐ Other: (state below) _____

RECEIVED DATE/TIME STAMP

GENERAL INSTRUCTIONS TO APPLICANT: Please type or print legibly in ink.

The information you provide will be used to determine whether you qualify for the job for which you are applying.

- This application form is to be used for non-civil service positions.
- Before applying, read the job requirements described in the job announcement carefully to determine if you qualify for the job.
- Any additional required forms described in the job announcement can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, address, telephone number or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.
- The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1.	
	JOB TITLE APPLYING FOR
2.	
	RECRUITMENT NUMBER or POSITION NUMBER
3. NAME:	
	Last First Middle
	OTHER NAMES USED OR FORMER
4. LAST NAME:	
	MAILING
5. ADDRESS:	
	P.O. Box or Street Address
6.	
	City State Zip Code
	E-MAIL
7. ADDRESS:	
	PHONE
8. NUMBER:	
	Home Other

9. CITIZENSHIP STATUS. The requirement for Citizenship must be met at the time of application. Place a checkmark in the appropriate block:

- A. ☐ Citizen of the U.S.
B. ☐ National of the U.S. (includes persons born in American Samoa, includes Swain's Island.)
C. ☐ Permanent Resident Alien of the U.S.
D. ☐ Other – Non-citizen authorized under federal law to work in the U.S.

If you selected "Other-Non-Citizen" in Question #9D, do you have an Employment Authorization Document (EAD) or other documentation allowing you to work in the U.S. without restrictions and/or employer sponsorship?

- ☐ Yes ☐ No

Please explain your "Yes" or "No" answer. _____

10. NOTICE OF "AT WILL" EMPLOYMENT

The job you are applying for is temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "At Will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

CERTIFICATE OF APPLICANT

I have been informed and understand that this application is for consideration of a job that is temporary in duration, has limited or no benefits, and employment if offered is only on an "At Will" basis. A new application is to be submitted for each consideration. I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

Date

Original Signature of Applicant

STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE POSITIONS*The information on pages 1 and 2 will not be released to persons involved in the appointment process.*

Information requested in items 11 through 18 is needed to make determinations on your suitability for employment. Convictions, dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

11. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE

Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment? ☐ YES ☐ NO

B) Separated from military service under conditions other than honorable? ☐ YES ☐ NO

(If you answer "Yes" to question 11A or 11B, please indicate in item #12 below, the date and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

12. _____

13. CONVICTION OF A VIOLATION OF LAW

A) Have you been convicted of a violation of law? ☐ YES ☐ NO

Report state, federal, military, international and other convictions. Convictions of felony and misdemeanor offenses (including petty misdemeanor, DUI, contempt of court, etc.) must be reported.

NOTE: In answering this question, you need NOT report the following:

- (1) Arrests not followed by convictions;
- (2) Convictions which were annulled or expunged;
- (3) Offenses for which you were tried as a minor or juvenile;
- (4) Convictions of offenses punishable by fine only. (You must report any conviction that could have resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer "YES" and explain in item #14 below.)
- (5) Convictions of a misdemeanor in which the period of 20 years has elapsed since the date the sentence was fulfilled and during which elapsed time there has not been any subsequent arrest or conviction.

B) Within the past three years, have you been convicted of any offense related to controlled substances? ☐ YES ☐ NO

C) Have you ever been convicted of any act, attempt, or conspiracy to overthrow the State or federal government by force or violence? ☐ YES ☐ NO

(If you answer "Yes" to question 13A, 13B, or 13C, indicate in item #14 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

14. _____

15. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? ☐ YES ☐ NO

(If you answer "Yes," please indicate in item #16 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

16. _____

17. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program, or, are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawaii? ☐ YES ☐ NO

(If you answer "Yes," to question 17, please explain in detail in item #18 below the reason and date of your settlement or restriction from applying with the State of Hawaii.)

18. _____

EDUCATION AND EMPLOYMENT HISTORY
STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE POSITIONS
DEPARTMENT OF HEALTH

FOR OFFICIAL USE ONLY
PERSONNEL OFFICE TO
SELECT CATEGORY.
☐ Exempt
☐ Other: (state below)

1. JOB TITLE APPLYING FOR: _____
 2. RECRUITMENT NUMBER or POSITION NUMBER: _____

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. Federal laws (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and the Americans with Disabilities Act) prohibit employers from discriminating on the basis of race, color, religion, sex, national origin, or disability. The Age Discrimination in Employment Act prohibits discrimination on the basis of age. Chapter 378, H.R.S., prohibits employers from discriminating on the basis of race, sex, sexual orientation, age, religion, color, ancestry, disability, marital status, or arrest and court record except where it is a bona fide occupational qualification. The federal laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

3. NAME: _____
Last First Middle
 4. OTHER NAMES USED OR FORMER
 LAST NAME: _____
 MAILING
 5. ADDRESS: _____
P.O. Box or Street Address
 6. _____
City State Zip Code
 7. E-MAIL ADDRESS: _____
 8. PHONE NO.: _____
Home Other

9. EDUCATION: When verification is required, the documentation must be submitted at the time of the application. If not, you may not receive credit for the training and/or your application may be considered incomplete and rejected. The information you provide in this section will be used strictly in the evaluation of your qualifications for the position(s) for which you are applying. The information you submit on this form may be verified.

**DO NOT
WRITE IN
THIS
SPACE**

A. NAME AND LOCATION (city and state) of last grade school attended: (elementary, intermediate or high school)

Did you graduate? Yes: _____ No: _____ If no, what grade level did you complete? _____
 Did you receive a GED? Yes: _____ No: _____

B. TRAINING: In-service training, business, trade, armed forces, college or university, graduate of professional schools.

NAME & ADDRESS	Course or Major Field of Study	Number of Credits or Hours Completed		Kind of Degree, Diploma or Certificate Received	Date Received
		Semester	Quarter		

10. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS

A. DRIVER'S LICENSE: DO YOU POSSESS A VALID DRIVER'S LICENSE? Yes: _____ No: _____

DRIVER'S LICENSE # _____ State: _____ Class/Type: _____ Expiration Date: _____

If the job requires a valid driver's license, please submit a clear photocopy of both sides of your driver's license with application.

B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, registration number, and the State or other licensing authority. *If proof of evidence is required, please submit a photocopy or present for verification.*

C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH: List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.

LANGUAGE	SPEAK	READ	WRITE

D. SPECIAL QUALIFICATIONS: Include membership in professional or scientific societies, honors, awards, fellowships, publications (list but do not submit unless requested), etc.

EDUCATION AND EMPLOYMENT HISTORY
STATE OF HAWAII APPLICATION FOR NON-CIVIL SERVICE POSITIONS

11. EXPERIENCE: Please type or print legibly in ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified. Do not submit a resume in place of completing this page. Please complete this section even if you are attaching a resume or other documents.

Your Present or Last Position	
Employer _____ Address _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____ _____	From: _____ Month Year To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary \$ _____ Per _____ Ending Salary \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____
Employer _____ Address _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____ _____	From: _____ Month Year To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary \$ _____ Per _____ Ending Salary \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____
Employer _____ Address _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____ _____	From: _____ Month Year To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary \$ _____ Per _____ Ending Salary \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____
Employer _____ Address _____ Name and Title of Your Supervisor _____ Your Title _____ Duties and Responsibilities _____ _____ _____ _____ _____ _____	From: _____ Month Year To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Starting Salary \$ _____ Per _____ Ending Salary \$ _____ Per _____ Reason(s) for leaving _____ _____ _____ _____

EXEMPT EMPLOYMENT AVAILABILITY INFORMATION

State of Hawaii Department of Health/Adult Mental Health Division

1250 Punchbowl Street, Room 256, Honolulu, Hawaii 96813

Name: _____
Last First M.I.

JOB TITLE	LOCATION

I will consider jobs in the locations checked below:

OAHU

- ☐ **Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
☐ **Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)
☐ **Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)
☐ **Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
☐ **Manoa to Kahala** (Includes Moiliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe)
☐ **Aina Haina to Hawaii Kai**
☐ **Waimanalo to Kailua**
☐ **Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waikane)
☐ **Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kahuku)
☐ **North Shore** (Includes Sunset Beach, Waimea, Haleiwa, Waialua, Mokuleia)
☐ **Wahiawa/Kunia/Mililani**
☐ **Waianae Coast** (Includes Maili, Nanakuli, Waianae, Makaha)

HAWAII

- ☐ **Hilo** (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
☐ **Honokaa/Hamakua** (Includes Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
☐ **Kamuela/Kohala/Waikoloa** (Includes Halaula, Papaau, Hawi, Kawaihae)
☐ **Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
☐ **Ka'u** (Includes Ocean View, Naalehu, Pahala)
☐ **Puna** (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho)

MAUI

- ☐ **Wailuku/Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)
☐ **Lahaina**
☐ **Maalea/Kihei/Wailea**
☐ **Hana**
☐ **Makawao** (Includes Pukalani, Paia, Haiku, Haliimaile)
☐ **Kula**

KAUAI

- ☐ **Lihue** (Includes Hanamaulu)
☐ **Kapaa** (Includes Wailua, Kealia, Anahola)
☐ **Hanalei** (Includes Kilauea, Princeville, Haena)
☐ **Waimea** (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Elele, Port Allen, Kalaheo)
☐ **Koloa** (Includes Lawai, Omao)

LANAI

- ☐ **Lanai City**

MOLOKAI

- ☐ **Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)
☐ **Kalaupapa**

I will accept a job which is ☐ Temporary

I am interested in jobs which are ☐ Full-time ☐ Part-time

I have a driver's license: ☐ Yes ☐ No Type of License _____

Applicant Signature: _____

Date: _____